CIVTRACKS has been developed to establish accountability procedures for civilians in theaters of operations. This Internet-accessible automated civilian tracking system is used to account for civilian employees supporting unclassified military contingencies and mobilization exercises. The use of CIVTRACKS is mandatory. While the system is primarily designed to capture data on Appropriated and Non-Appropriated DA civilian employees and Red Cross personnel, other individuals, i.e., contractors, AAFES and employees in other DoD components may also use CIVTRACKS.

It is the responsibility of the employee to input the data in the system and to keep it accurate and up-to-date. Data is input each time there is a change in location while deployed, beginning with the initial relocation from the home station. The site to log into CIVTRACKS is **https://cpol.army.mil/civtracks**. Logging into the system requires the use of a USERID and password. For those deploying civilian employees serviced by the Personnel & Employment Service-Washington, Civilian Personnel Advisory Center (PESW CPAC), wallet-size deployment cards with the USERID, password and other related information are available at the PESW CPAC.

Instructions for Inputting and Submitting Data into CIVTRACKS

Step 1. Blocks 1 and 2 are self-explanatory. Enter the name (last, first and middle initial) and social security number of the deployed employee. Block 3 is designed to capture data on the type of deployed civilians. If the employee is an Army employee, Appropriated Funds or Non-Appropriate Funds click the first button indicating that the deployed civilian is an Army employee (Appropriated Funds or Non-Appropriated Funds). If the deployed civilian is not an Army, Defense contractor, Red Cross personnel or an AAFES employee check the button labeled as "other". Block 4, Employer captures data on the place of employment. Enter either the name of the agency or company name for which the deployed civilian works. For example, if the employee works for the Department of Navy, enter the word "Navy". If the deployed civilian is an employee of a Defense contractor, enter the name of the contractor, e.g., Smith Industries.

Step 2 is designed to capture data on the person entering the data into CIVTRACKS. Check the applicable button. For example, click the CONUS Replacement Center (CRC) button if someone from the CRC is entering the data.

Step 3 collects data on the home station or current duty location of the deployed civilian. Choose the state or country that represents the employee's home station or current duty location. Home station is defined as the state or country of the deployed employee's normal place of work.

Step 4 collects data on the contingency operation or mobilization exercise that the deployed employee is participating in. Select the applicable operation from the list on the drop-down menu. If the operations name is unknown or not yet specified select the unknown or not specified selection.

Step 5 indicates the type movement made by the deployed employee. If the employee is deploying into an operation, select "inbound". If the employee is relocating from one location (either within the theater of operations or any location in conjunction with preparation for deployment) enter "relocating". Outbound should be selected if the employee is returning from a contingency operation.

Step 6 collects data on the movement locations. If an employee is deploying into a contingency, then enter the city of both the starting and ending location. If the location is not near a city or the name is unknown enter either the name of the nearest city or "unknown". Select the name of the state and country from the two drop-down menus. Enter the dates of the departures.

Step 7 provides an opportunity to indicate any specific comments regarding the deployed employee. This is an optional entry and may be left blank.

Step 8 requires the entry of an email address of the individual that enters data into CIVTRACKS. This information will only be used if there's a need to clarify data entered into CIVTRACKS.

Step 9. Once all required data has been entered, click the submit button. If data is missing or incorrectly entered the system will provide feedback to the effect. If this happens, enter the correct or missing data and again click the submit button. All questions pertaining to the operations of CIVTRACKS and suggestions for improvement should be emailed to **CIVTRACKS@asamra.hoffman.army.mil**. However, no tracking data should be submitted to this email address. All tracking data must be submitted via **https://cpolrhp.belvoir.army.mil/civtracks**.